

1 BILL NO. S-81-07-24

2 SPECIAL ORDINANCE NO. S-171-81

3
4 AN ORDINANCE approving City Utilities
5 Purchase Order Number A-008687 with
6 Westvaco for office supplies for Office
7 Services.

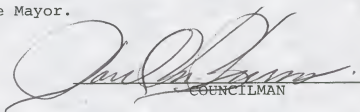
8 BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF
9 FORT WAYNE, INDIANA:

10 SECTION 1. That City Utilities Purchase Order Number
11 A-008687, dated June 11, 1981, between the City of Fort Wayne,
12 by and through the City Utilities Purchasing Agent and the
13 Board of Public Works and Westvaco, for:

14 standard window and remittance
15 envelopes for the Office Services
16 Department,

17 at a cost of \$11,607.00, all as more particularly set forth in
18 said Purchase Order, which is on file in the Office of the De-
19 partment of Purchasing and is by reference incorporated herein
20 and made a part hereof, be and the same is in all things rati-
21 fied, confirmed and approved.

22 SECTION 2. That this Ordinance shall be effective upon
23 passage and approval by the Mayor.

24 
25 COUNCILMAN

26 APPROVED AS TO FORM AND
27 LEGALITY JULY 10, 1981.

28 
29 BRUCE O. BOXBERGER, CITY ATTORNEY
30
31
32

Read the first time in full and on motion by Burns, seconded by Custick, and duly adopted, read the second time by title and referred to the Committee City Plan (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-Country Building, Fort Wayne, Indiana, on 5, 1981, the 5 day of July, at 8 o'clock P.M., E.S.T.

DATE: 7-14-81

Charles W. Westerman
CHARLES W. WESTERMAN
CITY CLERK

Read the third time in full and on motion by Burns, seconded by Custick, and duly adopted, placed on its passage. PASSED (Lost) by the following vote:

	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>	<u>TO-WIT:</u>
<u>TOTAL VOTES</u>	<u>9</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>BURNS</u>	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>EISBART</u>	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>GIAQUINTA</u>	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>NUCKOLS</u>	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>SCHMIDT, D.</u>	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>SCHMIDT, V.</u>	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>SCHOMBURG</u>	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>STIER</u>	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>TALARICO</u>	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

DATE: 7-28-81

Charles W. Westerman
CHARLES W. WESTERMAN - CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ZONING MAP) (GENERAL) (ANNEXATION) (SPECIAL) (APPROPRIATION) ORDINANCE (RESOLUTION) No. A 171-81 on the 28th day of July, 1981.

ATTEST:
Charles W. Westerman
CHARLES W. WESTERMAN - CITY CLERK

(SEAL)
John Guckols
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 29th day of July, 1981, at the hour of 1:00 o'clock P.M., E.S.T.

Charles W. Westerman
CHARLES W. WESTERMAN - CITY CLERK

Approved and signed by me this 3rd day of August 1981, at the hour of 11 o'clock A M., E.S.T.

Winfield C. Moses, Jr.
WINFIELD C. MOSES, JR.
MAYOR

BILL NO. S-81-07-24

REPORT OF THE COMMITTEE ON CITY UTILITIES

WE, YOUR COMMITTEE ON City Utilities TO WHOM WAS REFERRED AN
ORDINANCE approving City Utilities Purchase Order Number A-008687 with
Westvaco for office supplies for Office Services

HAVE HAD SAID ORDINANCE UNDER CONSIDERATION AND BEG LEAVE TO REPORT
BACK TO THE COMMON COUNCIL THAT SAID ORDINANCE DO PASS.

PAUL M. BURNS, CHAIRMAN

VIVIAN G. SCHMIDT, VICE CHAIRMAN

BEN A. EISBART

SAMUEL J. TALARICO

ROY J. SCHOMBURG

CONCURRED IN

DATE 7/28/81 CHARLES W. WESTERMAN, CITY CLERK

STATE BOARD OF
ACCOUNTS FOR
CITY UTILITIES AND
CIVIL CITY OF
FORT WAYNE 1980

DEPARTMENT OF PURCHASES
NUMBER ONE EAST MAIN STREET, ROOM 940
FORT WAYNE, IN 46802

MAIL ALL CORRESPONDENCE, CLAIM VOUCHERS, ETC., TO:

OFFICE SERVICES 410
ONE MAIN STREET ROOM B-60
FORT WAYNE IN 46802

WESTVACO-U S ENVELOPE DIV 7753-01
P O BOX 91278
CHICAGO IL 60693

DELIVER TO: DEPART-
MENT OR DIVISION

SAME AS ABOVE

A- 008687 6/17/81
DATE 06/11/81
REQ. NO. 00382 70-214-24
THE ABOVE INFORMATION MUST APPEAR ON ALL INVOICES,
BILLS OF LADING, DELIVERY TICKETS, PACKAGES AND
CORRESPONDENCE.
INVOICE IN DUPLICATE
☐ CIVIL CITY
☒ CITY UTILITIES
APPROPRIATION
AND FUND NUMBER 4-03-5-922-00

CASH DISCOUNT TERMS % IF PAID WITHIN DAYS FROM DELIVERY AND
ACCEPTANCE OF GOODS OR PERFORMANCE OF SERVICES. (DEDUCTION FOR DISCOUNT SHOWN BELOW)

U008687 ML N/A

QUANTITY ORDERED	UNIT	MATERIALS SUPPLIES OR SERVICES	UNIT PRICE	AMOUNT
TAX EXEMPT (UNLESS OTHERWISE INDICATED)				
750	M	13980-9 4 3/16 X 9 1/2 #10 STANDARD WINDOW ENVELOPE WHITE SUB 24 PRINTED AS PER SAMPLE	8.95	6712.50
650	M	04500-2 3 7/8 X 7 1/2 MONARCH WHITE SUB 24 PRINTED AS PER SAMPLE (7 3/4" EXECUTIVE)	7.53	4894.50
PRICE PER BID \$599 SUBJECT TO COUNCILMANIC APPROVAL ORD. NO.: _____ DATE: _____				
FOR INFORMATION: CAROL OFFERLE			219-423-7039	TOTAL 11607.00

COMPLIANCE WITH THE DELIVERY DATE REQUESTED WILL FOLLOW UP CORRESPONDENCE	UNLESS OTHERWISE INDICATED THE PRICES SHOWN INCLUDE ALL CHARGES FOR DELIVERY, PACKING, ETC. NECESSARY TO COMPLETE DELIVERY TO DESTINATION SPECIFIED.	NOTE READ INSTRUCTIONS ON THE BACK OF THIS ORDER	THE CONTRACTOR OR VENDOR BY ACCEPTING THIS ORDER AGREES TO THE GENERAL CONDITIONS AND TERMS OF AGREEMENT ON THE BACK OF THIS ORDER.	UNLESS OTHERWISE INDICATED, THE PRICES SHOWN DO NOT INCLUDE TAXES OF ANY KIND. EXEMPTION BLANKS WILL BE FURNISHED WHEN NECESSARY INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER 034508-03	IF THIS ORDER DOES NOT AGREE WITH YOUR QUOTATION, KINDLY RETURN IT WITH AN EXPLANATION.

I HEREBY CERTIFY THAT THE COST OF THE ABOVE PURCHASE IS FULLY COVERED BY UNENCUMBERED BALANCES IN THE ABOVE FUNDS AND THAT THE EXPENDITURE THEREFORE HAS BEEN DULY AUTHORIZED AND APPROPRIATED.

CITY CONTROLLER

I HEREBY CERTIFY UPON MY OWN PERSONAL KNOWLEDGE THAT THIS ORDER IS AUTHORIZED BY A PROPERLY EXECUTED AND APPROVED REQUISITION ON FILE IN THIS OFFICE.

DIRECTOR OF PURCHASES

PER _____

PER _____

Tabulation of Bid

Bid Reference No.: 599

Closing Date 5/14/81 11:00am

STD. WINDOW ENVELOPES
750,000.00REMITTANCE PRINTED
ENVELOPES
650,000.00BOISE CASCADE ENVELOPES FP/OK
313 Rhlwing Road nc/OK
Route #53
Addison, IL 60101
check # 40571

12.16/M

8.09/M

GARDEN CITY ENVELOPES CO.
5650 W. 85th St. Suite 121
Indianapolis, IN 46278LAGRANGE PUB. COMPANY
112 East Spring Street
LaGrange, IN 46761ST. REGIS PAPER COMPANY
1742 East 90th Street
Indianapolis, IN 46240EARL W. HAMER PTG. CO
P.O. BOX 318
WABASH, IN 46992GREAT LAKES ENVELOPE CO
2280 29th St. S.E.
Grand Rapids, MI 49508

FP/OK

nc/OK

Bond

11.23/M

10.59/M

BOWERS ENVELOPE CO. FP/
6719 Winnebago Drive nc
Fort Wayne IN 46815
check # 71690

10.30/M

7.07/M

ulation of Bid	STD. WINDOW ENVELOPES	REMITTANCE PRINTED ENVELOPES	
Reference No.: 599	750,000.00	650,000.00	
osing Date May 14, 1981 11:00am			
MURTIS 1000 118 E. Berry Street Port Wayne IN 46802			
U.S. ENVELOPE FP/OK P.O. Box 1166 NC/OK 6 S. Sherman Drive Indianapolis, IN Check 056491	8.95/M	7.53/M	
DOUBLE ENVELOPE FP/OK P.O. BOX 5372 NC/OK PORT WAYNE IN 46805 Check 476	10.90/M	8.33/M	
UPERIOR BUSINESS FORMS 405 N. Clinton Street Port Wayne, IN 46805			
AYLOR MARTIN PAPER 621 Executive Blvd Port Wayne In 46808			
TLANTIC ENVELOPE P.O. BOX 25 Delbyville, KY 40065			
IRCH BUSINESS SYSTEMS 309 S. Madison (#16) uncie, IN 47302			
DOUBLEDAY BROS. 37 E. Berry Street Port Wayne In 46802			

12

Date 6/11/81

Subject BID REFERENCE #599

COPIES TO:

Attached are copies of Bids received for Standard Window and remittance envelopes for the Office Service Department. Purchase Order number A-008687 has been assigned to Westvaco U.S. Envelope Div. Indpls. Plt.

As Westvaco is the low bidder out of five bids received and we have purchased from them before, Office Services has elected to go with Westvaco.

Please include the attached supporting information when this ordinance is submitted to City Council for Approval. Also, please insure that no confirming purchase order number is given to Westvaco until Purchasing receives written confirmation of Council Approval.

Aaron M. Gluck, Director
Department of Purchases

Reg. Council 6-23-81
7/14/81

APPROVED ☒ BYC
Board of Public Works

Rhonda Anderson Galer
Betty R. Collins

7C - 214-25
6/17/81

317-844-3828 Office

317-253-1204 Answering Service



CONSUMER PRODUCTS DIVISION PAPER COMPANY 1742 East 90th Place Indianapolis, Indiana 46240

St. Regis does not submit Bid Bonds nor Performance Bonds,
therefore we must decline to bid.

Thanks for asking,

A handwritten signature in cursive script that reads "Al Hughes". The signature is written in dark ink and is positioned above the typed name.

Al Hughes, Agent

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

*Mail all replies and correspondence, etc. to Attn of AARON M. GLUCK 423-7037 DEPARTMENT OF PURCHASES

Room 940, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO: OFFICE SERVICES DEPARTMENT

Department ROOM B-60, CITY COUNTY BLDG.

or Division ONE MAIN STREET, FT. WAYNE, IN

46802

Address

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Thursday, May 14, 1981 At 11:00 a.m.

Time of Bid

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 34941. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
750	M	4-3/16 x 9-1/2 #10 Standard Window Envelope Sub 24 Printed as per sample. (poly-klear outlook)	\$12.16/100	\$9120.00
650	M	3-7/8 x 7-1/2 Monarch White Sub 24 Printed as per sample. (7-3/4" Executive)	\$8.04/100	\$5226.00
<p>Plus engraving cost of \$60.55 on first order only.</p> <p>Prices are subject to adjustment reflecting the current market conditions of raw materials at the time of manufacturing.</p> <p>Insertion Quality W/Split Gum Line To Be Shipped In Three Parts of 250M Each Size At A Time. (Each group of 250M to be shipped upon our request)</p>				
AFFIRMATIVE ACTION			ON FILE:	ATTACHED: <input checked="" type="checkbox"/>

Bid Bond required ☐ NO ☒ YES 5% of Bid Performance Bond ☐ NO ☒ YES 5% of Bid

See Instruction Item No. 15 on reverse side hereof.

Terms Net 30 days 5% cash discount if paid within days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and as the prices set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within days from receipt of order.

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here!

BOISE CASCADE ENVELOPE DIVISION
 William D. Kell
 Vice President
 Boise Cascade Envelope Division

Address 315 KOHLWINE ROAD
ADDISON, ILL. 60101

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as indicated, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

*Mail all replies and correspondence, etc., to Attn. of AARON M. GLUCK 423-7037 DEPARTMENT OF PURCHASES

-Room 940, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO: OFFICE SERVICES DEPARTMENT

Department ROOM B-60, CITY COUNTY BLDG.

or Division ONE MAIN STREET, FT. WAYNE, IN

46802

Address

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Thursday, May 14, 1981 At 11:00 a.m.

Time of Bids

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 34681. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
750	M	4-3/16 x 9-1/2 #10 Standard Window Envelope Sub 24 Printed as per sample. (poly-klear outlook)	PER M 8.95	6712.50
650	M	3-7/8 x 7-1/2 Monarch White Sub 24 Printed as per sample. (7-3/4" Executive)	7.53	4894.50
<p>Per Mr. Tom Holman General Accounting entire order is to be prebilled on first shipment.</p> <p>Insertion Quality W/Split Gum Line To Be Shipped In Three Parts of 250M Each Size At A Time. (Each group of 250M to be shipped upon our request)</p> <p>AFFIRMATIVE ACTION ON FILE: <u>X</u> ATTACHED: <u> </u></p>				

Bid Bond required ☐ NO ☒ YES 5% of Bid Performance Bond ☒ NO ☐ YES

Terms 1 % cash discount if paid within 10 days from delivery and acceptance of goods or completion of services.

NET 20 Days

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and as the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within 14 days from receipt of order.

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here!

Westvaco US Envelope Div Indpls Plt

Stephen P. Degehardt Plant Mgr

For Signature Title Plant Mgr
Address P.O. Box 1166

5/11/81

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

*Mail all replies and correspondence, etc. to Attn. of AARON M. GLUCK 423-703 DEPARTMENT OF PURCHASES

Room 940, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO: OFFICE SERVICES DEPARTMENT

Department ROOM B-60, CITY COUNTY BLDG.

or Division ONE MAIN STREET, FT. WAYNE, IN

46802

Address

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Thursday, May 14, 1981 At 11:00 a.m.

Time of Bids

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 3453. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
750	M	4-3/16 x 9-1/2 #10 Standard Window Envelope Sub 24 Printed as per sample. (poly-klear outlook)	10.90	8,175.00
650	M	3-7/8 x 7-1/2 Monarch White Sub 24 Printed as per sample. (7-3/4" Executive)	8.33	5,414.50
				13,589.50
<p>Insertion Quality W/Split Gum Line To Be Shipped In Three Parts of 250M Each Size At A Time. (Each group of 250M to be shipped upon our request)</p> <p>AFFIRMATIVE ACTION ON FILE: ATTACHED:</p>				

Bid Bond required ☐ YES ☐ 5% of Bid Performance Bond ☐ YES ☐
See Instruction Item No. 15 on reverse side hereof.

Terms Net % cash discount if paid within 30 days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the prices set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within days from receipt of order.

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here!

Double Envelope Corporation

For Alfred X. Mays General Mgr.

Address Post Office Box 6

City Fairdale, Ky. 40118 Date 5/8/81

DEPARTMENT OF PURCHASES
Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the Department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Advise your reply as indicated below.

*Mail all replies and correspondence, etc., to Attn. of **AARON M. GLUCK 423-7037** DEPARTMENT OF PURCHASES

Room 940, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO: OFFICE SERVICES DEPARTMENT
Room B-60, CITY COUNTY BLDG.
Department ONE MAIN STREET, FT. WAYNE, IN 46802
or Division

Address

RETURN ORIGINAL TO THE CITY — RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Thursday, May 14, 1981 At 11:00 a.m.
Time of Bid

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 2453. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.
TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
750	M	4-3/16 x 9-1/2 #10 Standard Window Envelope Sub 24 Printed as per sample. (poly-klear outlook)	\$10.30	\$7,725.00
650	M	3-7/8 x 7-1/2 Monarch White Sub 24 Printed as per sample. (7-3/4" Executive)	\$ 7.07	\$4,595.00
<p>Insertion Quality W/Split Gum Line To Be Shipped In Three Parts of 250M Each Size At A Time. (Each group of 250M to be shipped upon our request)</p> <p>AFFIRMATIVE ACTION ON FILE: <u> </u> ATTACHED: <u>X</u></p>				

Bid Bond required ☐ YES ☒ NO 5% of Bid Performance Bond ☐ YES ☒ NO
Terms Net 15 days See instruction item No. 16 on reverse side hereof.
2% cash discount if paid within days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within days from receipt of order.

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

Bowers Envelope Company, Inc.

James E. Bowers President

5331 N. Tacoma Avenue

Indianapolis, IN 46220 5/13/81

Page 1 of 4

Ref. No. 599

Date April 29, 1981

Date wanted

Fund
Appropriation No.

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the Department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.

*Mail all replies and correspondence, etc. to Attn of

AARON M. GLUCK 423-7037 DEPARTMENT OF PURCHASES

Room 940, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO: OFFICE SERVICES DEPARTMENT
 Department ROOM B-60, CITY COUNTY BLDG.
 or Division ONE MAIN STREET, FT. WAYNE, IN 46802

Address

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Thursday, May 14, 1981 At 11:00 a.m.

Time of Bids

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 1491. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
750	M	4-3/16 x 9-1/2 #10 Standard Window Envelope Sub 24 Printed as per sample. (poly-klear outlook)	\$11.23/1	\$8422.5
650	M	3-7/8 x 7-1/2 Monarch White Sub 24 Printed as per sample. (7-3/4" Executive)	\$10.59/1	\$6883.5
<p>Insertion Quality W/Split Gum Line To Be Shipped In Three Parts of 250M Each Size At A Time. (Each group of 250M to be shipped upon our request)</p> <p>AFFIRMATIVE ACTION ON FILE: ATTACHED:</p>				

Bid Bond required ☐ NO ☒ YES 5% of Bid Performance Bond ☒ NO ☐ YES
 See Instruction Item No. 16 on reverse side hereof.

Terms Net % cash discount if paid within 30 days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from day of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the prices set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within 45 days from receipt of order.

IMPORTANT

As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Ego Hertz

Carpenter Paper of Indiana

Name of Company

For Signature of President Title

Address P.O. Box 8051 / 401 Fernhill Ave.

City Fort Wayne, Indiana Date 5-14-81

10. Purchase Dept.

6-9-81

From S. A. Phayer

Subject: Envelope Bid for 1981-82

Westaco being low bidder and
their material being acceptable
(used last year) I would endorse them
as our supplier for this order.

S. A. Phayer

Office Service

TITLE OF ORDINANCE CITY UTILITIES P.O. A-008687 STANDARD WINDOW & REMITTANCE ENVELOPES FOR
OFFICE SERVICES.

DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS

J-81-07-24

SYNOPSIS OF ORDINANCE CITY UTILITIES PURCHASE ORDER A-008687 FOR STANDARD WINDOW AND REMITTANCE

ENVELOPES FOR THE OFFICE SERVICE DEPARTMENT HAS BEEN ASSIGNED TO WESTVACO U.S.

ENVELOPE DIVISION TO REPLENISH THEIR LOW SUPPLY. WESTVACO IS THE LOW BIDDER OUT

OF FIVE BIDS RECEIVED AND THE CITY HAS PURCHASED FROM THEM BEFORE, OFFICE SERVICE

HAS ELECTED TO GO WITH WESTVACO.

EFFECT OF PASSAGE OFFICE SERVICES WILL HAVE A NEW SUPPLY OF ENVELOPES FOR THE VARIOUS DEPARTMENT
THAT NEED THEM.

EFFECT OF NON-PASSAGE THE ABOVE DESCRIBED PURCHASE CANNOT OCCUR.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) \$11,607.00 TO BE PAID FOR BY CITY UTILITIES

EACH DEPARTMENT THAT REQUIRES ENVELOPES WILL PAY OFFICES SERVICES OUT OF THEIR OWN BUDGETS.

ASSIGNED TO COMMITTEE _____